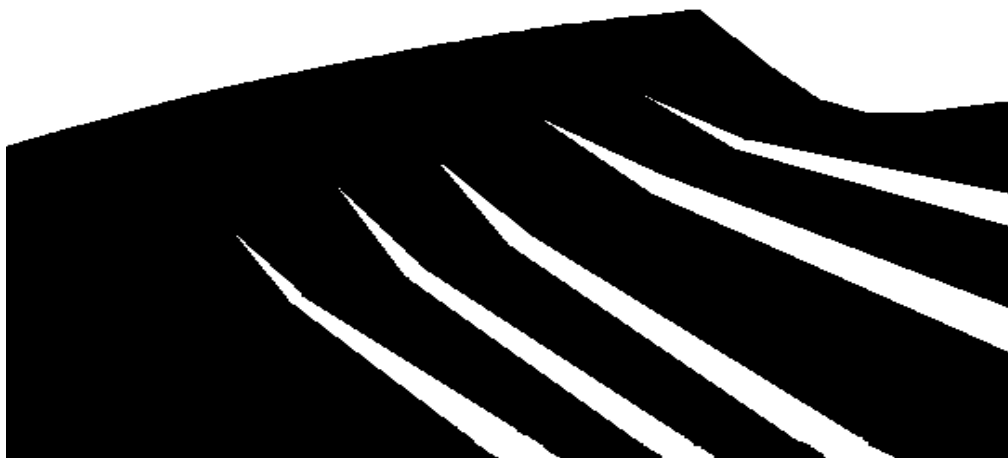


EFFECTIVE DATE
June 3, 1996

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SELECTION OF PERSONNEL

LOS ALAMOS QUALITY PROGRAM



APPROVAL FOR RELEASE

K. A. WEST - PREPARER
Signature on file

DATE
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M. J. CLEVINGER - QUALITY ASSURANCE PROJECT LEADER
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Los Alamos
Yucca Mountain Site
Characterization Project

HISTORY OF REVISIONS

REVISION NO.	EFFECTIVE DATE	PAGES REVISED	REASON FOR CHANGE
R0	03/02/90	N/A	Supersedes TWS-QAS-QP-02.1 & TWS-QAS-QP-02.2.
R1	09/30/91	All	Revised in response to CAR-91-041.
R2	01/31/94	All	Complete rewrite to streamline process and to incorporate QARD requirements.
R3	06/15/94	All	To address RTN review comments and to better clarify process.
R4	06/03/96	All	Minor non-substantive editorial changes, to add the training specialist position, and delete the Section pertaining to acceptance criteria.

Los AlamosYucca Mountain Site
Characterization Project

SELECTION OF PERSONNEL

1.0 PURPOSE

This procedure describes the process for the selection and evaluation of personnel for the Los Alamos National Laboratory (Los Alamos) Yucca Mountain Site Characterization Project (YMP or Project).

2.0 SCOPE

2.1 This procedure governs personnel selection activities for the Los Alamos YMP.

2.2 This procedure applies to Los Alamos and Los Alamos subcontractor YMP personnel (hereafter referred to as YMP personnel) who work under the Los Alamos YMP quality assurance program.

3.0 REFERENCES

LANL-YMP-QP-01.4, The Los Alamos YMP Organization and Quality Program Description
LANL-YMP-QP-17.6, Records Management

4.0 DEFINITIONS

4.1 Employee

An employee is an individual who has a functional title, and whose position is described on a Position Description (Attachment 1). An employee may have more than one functional title.

4.2 Limited-Function Employee

A limited-function employee is an individual who performs a task, with a limited scope of work or within a limited time frame, and whose position is described on a Limited-Function Description (Attachment 2).

4.3 Privileged Record

A record to which access is controlled due to statutory, legal, or security requirements.

5.0 RESPONSIBILITIES

The following personnel are responsible for activities identified in Section 6.0 of this procedure.

- Training Specialist
- Supervisors
- Training Coordinator

6.0 PROCEDURE

The use of this procedure must be controlled as follows:

- If this procedure cannot be implemented as written, YMP personnel should notify appropriate supervision. If it is determined that a portion of the work cannot be accomplished as described in this QP, or would result in an undesirable situation, that portion of the work will be stopped and not resumed until this procedure is modified or replaced by a new document that reflects the current work practice.
- YMP personnel may use copies of this procedure printed from the controlled document electronic file; however, YMP personnel are responsible for assuring that the correct revision of this procedure is used.
- When this procedure becomes obsolete or superseded, it must be destroyed or marked "superseded" to ensure that this document is not used to perform work.

NOTE: Training representative will be used in this procedure to indicate that actions may be performed by the training coordinator or training specialist.

6.1 Preparation of Position Description

NOTE: YMP personnel may have more than one functional title and may work for more than one supervisor.

The **supervisor** completes Section I of the Position Description (Attachment 1) for each Los Alamos YMP position, except limited-function employees, as follows:

- 6.1.1 Enters YMP Position Title. Acceptable position titles are described in QP-01.4.
- 6.1.2 Evaluates each job position and enters a description of the position duties and responsibilities.
- 6.1.3 Establishes minimum education and experience requirements for job positions commensurate with the scope, complexity, and nature of the work.

6.2 Evaluation of Employees

The **supervisor** ensures that the employee completes Section I of the Employee Qualification Summary (Attachment 3) for Los Alamos YMP positions.

- 6.2.1 The **supervisor** determines if the candidate for the position has the experience, education, training, and proficiency necessary to meet the minimum requirements established.
 - 6.2.1.1 If the employee meets the requirements, the supervisor completes Section II of the Position Description.
- 6.2.2 The **supervisor** sends the Position Description and Employee Qualification Summary to a training representative in an envelope marked as "Privileged," "Privileged Records," or a similar statement.

6.2.3 A **training representative** ensures that minimum education and experience are verified by performing the following steps:

6.2.3.1 If the employee is a Los Alamos employee, the training representative sends a copy of the Employee Qualification Summary to the QAPL for submittal to the Los Alamos personnel office for verification.

OR

6.2.3.2 If the employee is not a Los Alamos employee, the training representative ensures that the information in Section I of the Employee Qualification Summary is verified, and Section II is completed.

6.2.4 If the minimum education and experience cannot be verified, a justification statement from the supervisor is required.

A **training representative** performs the following:

6.2.5 Retains a copy of the Position Description and Employee Qualification Summary in training office files labeled "Privileged," "Privileged Records," or a similar statement in accordance with QP-17.6.

6.2.6 Transmits the Position Description and Employee Qualification Summary as a record package to a Los Alamos Records Processing Center in accordance with QP-17.6.

6.3 Preparation of Limited-Function Description

The **supervisor** completes the Limited-Function Description (Attachment 2) as follows:

6.3.1 Enters employee name and YMP Position Title. Acceptable position titles are described in QP-01.4.

6.3.2 Evaluates each job position and enters a description of the position duties and responsibilities in Section I.

6.3.3 Establishes required YMP training and enters in Section I.

6.4 Evaluation of Limited-Function Employee

The **supervisor** ensures that the employee completes Section I of the Employee Qualification Summary (Attachment 3) for Los Alamos YMP positions.

6.4.1 The **supervisor** determines if the candidate for the position has the experience, education, training, and proficiency necessary to meet the minimum requirements established.

6.4.1.1 If the employee meets the requirements, the supervisor completes Section II of the Limited-Function Description.

6.4.2 The **supervisor** sends the Limited-Function Description and Employee Qualification Summary to a training representative in an envelope marked as "Privileged," "Privileged Record," or a similar statement.

6.4.3 A **training representative** ensures that the minimum education and experience are verified by performing the following steps:

6.4.3.1 If the employee is a Los Alamos employee, the training representative sends a copy of the Employee Qualification Summary to the QAPL for submittal to the Los Alamos personnel office for verification.

OR

6.4.3.2 If the employee is not a Los Alamos employee, the training representative ensures that the information in Section I of the Employee Qualification Summary is verified, and Section II is completed.

6.4.4 If the minimum education and experience cannot be verified, a justification statement from the supervisor is required.

The **training representative** performs the following:

6.4.5 Retains a copy of the Limited-Function Description and Employee Qualification Summary in training office files labeled "Privileged," "Privileged Records," or a similar statement in accordance with QP-17.6.

6.4.6 Transmits Limited-Function Description and Employee Qualification Summary as a record package to a Los Alamos Records Processing Center in accordance with QP-17.6.

7.0 RECORDS

The following records may result from this procedure.

- Position Description
- Limited-Function Description
- Employee Qualification Summary
- Pertinent correspondence related to these documents

8.0 TRAINING REQUIREMENTS

8.1 Prior to conducting work described in Section 6.0, the Training Coordinator, training specialist and supervisors require training to this procedure. Training to this procedure is accomplished by "read only."

- 8.2 Employees do not need to be trained to this procedure because they have no specific responsibilities for this procedure.

9.0 ATTACHMENTS

Attachment 1 Position Description (1 page)

Attachment 2: Limited-Function Description (1 page)

Attachment 3: Employee Qualification Summary (1 page)

POSITION DESCRIPTION

SECTION I. (Supervisor completes)

YMP POSITION TITLE:

DUTIES AND RESPONSIBILITIES:

REQUIRED EDUCATION AND EXPERIENCE:

EXAMPLE**SECTION II.** (Supervisor completes)

I have evaluated the Personnel Qualification Summary for: _____
Employee
and have determined that the applicant meets the above requirements.

SUPERVISOR: _____
Print name Signature Date

LIMITED-FUNCTION DESCRIPTION

SECTION I. (Supervisor completes)

EMPLOYEE: _____
Print name

YMP POSITION TITLE:

DUTIES AND RESPONSIBILITIES:

EXAMPLE

TRAINING REQUIRED FOR THIS POSITION:

SECTION II. (Supervisor completes)

I have evaluated the Personnel Qualification Summary for: _____
Employee
and have determined that the applicant meets the above requirements.

SUPERVISOR: _____
Print name Signature Date

EMPLOYEE QUALIFICATION SUMMARY

SECTION I. (Prospective employee completes)

APPLICANT: _____
Print name Date

NOTE: LIST INFORMATION RELEVANT TO THE YMP POSITION

EDUCATION: (List schools, dates attended, and degree obtained or field of study)

EMPLOYMENT RECORD: (List companies, position title, duties or responsibilities, and dates employed)

ADDITIONAL QUALIFICATIONS:

☐ N/A

I HEREBY AFFIRM THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED ABOVE IS COMPLETE AND TRUE, AND I AUTHORIZE ITS RELEASE.

Applicant's Signature

Date

SECTION II. (The information stated above has been verified)

VERIFIER: _____
Print name Signature Date

SEND THIS FORM TO TRAINING COORDINATOR, MS M321